

FY 2015 / 2016 Hazardous Materials Emergency Preparedness Training Grant Program Guidance

**Hazardous Materials
Public Sector Training Grant
for multi-discipline local responders**



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Division of Homeland Security
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HMEP Training Grant Guidance

Contents of This Application Kit

This document is intended to guide the associations of various disciplines, county emergency managers, and local emergency responders in applying for training grants under Hazardous Materials Emergency Preparedness (HMEP) Program competitive grant. The guidance contains the application kit, forms and certifications to be completed in the application process.

Please draw your attention to the checklist on page 8. This checklist must be followed closely to ensure that an application is complete. Incomplete applications may be eliminated in the review process. For additional information, contact Karen Hilfer, Program Specialist, North Dakota Department of Emergency Services, Division of Homeland Security at (701) 328-8100.

Purpose of This Training Grant Program

Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training grants to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Tribal and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to Hazardous Materials training to include all disciplines and the variety of situations they face. In turn, the State of North Dakota is allocating a portion of these funds to local responders to achieve needed training.

*New Federal Priority: Grantees are encouraged to allocate funding toward activities which address training emergency responders to respond to incidents involving bulk shipments of crude oil.

Allowed activities include design of preparedness and response training to meet specialized needs; student and instructor course materials and manuals; student tuition, travel and per diem costs; instructor costs; training facility rental; equipment rental necessary to deliver an approved course; emergency response drills and exercises associated with training (food/meal/refreshment costs are **not** eligible).

Matching Funds

For the training grants, applicants must contribute a minimum of **20 percent** matching share to the total cost of the training. Thus, if the total cost of the training is \$5,000, the applicant must provide at least \$1,000 with the HMEP grant providing no more than \$4,000. The matching requirement must be satisfied by costs incurred by the sub-grantee or by the value of the in-kind contributions. Funds or costs used for matching purposes under any other Federal grantor cooperative agreement may **not** be used for matching purposes

under this grant (in other words you cannot use your cash or in-kind to match more than one federal grant). You cannot use dollars from federal sources to match these grant funds (they need to be state or local dollars). In-Kind matching funds must be verifiable. You must provide documentation of the in-kind match.

Scope of Work

The scope of work and the budget (Federal and non-Federal funds) should reflect the proposed activities and must be completed within the grant period.

Submitting Applications

A complete application with an original signature must be **submitted to DES by 4:30 p.m. CDT on March 16, 2015**. Applications must be received at DES by the deadline to be considered for funding. Send applications to: ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511, Attn: Karen Hilfer. Applications may also be emailed to khilfer@nd.gov or faxed to 701-328-8181, Attn: Karen Hilfer.

Grant Application Evaluations

Applications received by the deadline will be evaluated by staff of ND DES. The applications will be evaluated based on: the number of disciplines involved in the training; the number of anticipated participants in the training; cost; and completeness of the application.

Performance Period

The period of performance for successful applicants is from October 1, 2015 through September 30, 2016. Any unobligated funds will be de-obligated by DES at the end of this period.

Training Application Guidance

Training grants are made available for training “public sector” employees to respond safely and efficiently to accidents and incidents, including those involving transportation of hazardous materials. Training may be designed for public officials who are not responders but who perform activities associated with emergency response plans developed under EPCRA.

Operational equipment to be used in response to hazmat exercises **IS EXCLUDED** from consideration for funding under this grant program.

Who Can Apply

Eligible applicants include first responder organizations such as fire departments, police departments, local ambulance services, non-profit organizations serving local responders, etc. However, you may group together to provide training for more than one department. Examples of how this can be accomplished include,

but are not limited to, having one agency apply on behalf of a group, a County Emergency Management office apply on behalf of first responders in a county or counties, or by having an association of a particular discipline apply to undertake a multi-county or regional training effort(s).

Special consideration will be given to those applications which adopt a multi-discipline or multi-agency approach.

Allowed Expenses

In general, the grant will fund reasonable costs required to accomplish “eligible project activities”. Eligible costs include: instructor costs, training facility rental, equipment rental necessary to deliver an approved course (i.e. projectors, overheads); travel and per diem; student and instructor course materials and manuals; stipends; meals.

DES will also consider student tuition, travel, and per diem costs for individuals wishing to attend a nationally recognized Hazardous Materials institute (Note: this does not include attending a conference where there is a one or two hour course on HazMat).

Overtime for participation in exercises **is not** an allowable personnel expense. Food/ meals/ refreshments **are not** an eligible cost.

See also attachment at the end of this guidance.

Curriculum

Training provided under this grant must be focused on transportation of hazardous materials and response to accidents. The allowable training categories include:

Awareness – These courses will be conducted to train first responders to the awareness level. Product identification, emergency response plan development, Emergency Response Guidebook use, role limitations, and hazard risk analysis will be addressed. This training includes Fire fighters, Emergency Medical Personnel, Law Enforcement, and other first responders.

Hazardous Material Code Enforcement – Proactive inspection programs by the fire service will reduce the number of fixed facility emergencies relating to hazardous materials. The enforcement programs will build a relationship between industry and the responders to promote awareness and pre-planning.

Hazardous Waste – The course will be conducted for state and local participants tasked with emergency response cleanup duties. Topics will focus on 29 CFR 1910.120 certification.

Incident Command System – Understanding the Incident Command System is necessary for all emergency response agencies during a hazardous material release. Courses will be conducted to assist local responders in managing multiple agency responses. Special training will be conducted to provide fire chiefs and safety officers with the necessary technical knowledge and to train them on their responsibilities during a hazardous materials incident response.

Hazardous Materials Response Team Training – Hazardous Material Response teams conduct regular training, but need to expand their training to include training practical exercises. The purpose is to provide practical problem-solving events to enhance skills.

Response Training – North Dakota has two interstate highways and five major U.S. highways. These highways connect major cities with hundreds of miles of rural area between them. Rural Fire Departments, law enforcement agencies, and emergency medical services do not have the expertise to handle a major hazardous materials incident and would require support from urban response organizations. This training could include urban and rural agencies training together on the handling of such an incident. Could also include response training for individual departments or a group of area departments.

Emergency Medical Training – Emergency medical personnel training on victim decontamination and steps to take to prevent hospital or ambulance contamination.

Operations – Basic concepts for operational level response. The training helps responders to understand how to contain a release with available equipment and assist a responding technician team with decontamination and site control.

Public Outreach – Safety information on hazardous materials will be distributed during large conventions, fairs, and other opportunities. The information will provide emergency notification steps, identification guides, and general awareness material.

Storage and Handling – Sessions for local officials on proper storage methods. The primary focus on flammable liquid and agricultural chemical storage. These trainings will alert officials to the characteristics of the product, proper storage methods, and emergency response procedures.

Technician – Emergency responders from local response teams receive technician level training. This training will most likely be conducted out of state and sought by major fire departments with full-time personnel.

Any training must comply with the NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

The applicant must, in the grant narrative, verify/explain how the proposed training meets the competency standards within NFPA 472.

Narrative

Statement of Work

This should be your project description. Provide a clear and detailed description of the proposed project and training activities including number of participants, etc. Provide at least one goal and associated objective.

Your basic Statement of Work should include:

1. Who – will be performing the task or activity
2. What task or activity is to be performed
3. Why -- is the task or activity necessary
4. Where – is the task or activity to take place
5. When – is the task or activity projected to take place
6. How Many – the projected number of participants
7. How Much – the projected cost of the task/activity

Budget Narrative

Within the Budget Narrative you must explain how you came up with the cost estimates and justify the expenditure:

- Consultants / Contractors – Describe the qualifications needed, duties, and amount of time required from an outside contractor
- Supplies – Explain cost estimates/quotes, need for the supplies, who the supplies pertain to the project
- Travel – Explain the purpose of the trip and justify why the individual(s) need to travel; explain how the destination was determined; stipulate that lodging and per diem used are either state or Federal rates.
- Match – Be specific in identifying how you will provide the 20% match

Reporting

At the conclusion of the training the grantee is required to submit a report to ND DES prior to receiving reimbursement for expenses. The report must include the following:

1. Name, date and place of the training course.
2. A roster of participants which includes name, address, phone, last 4 digits of their Social Security number, email address, and discipline (a roster is attached – please photocopy and use).
3. Instructor name and qualifications.
4. Course Agenda

5. Course evaluation.
6. Cost summary / invoices / cancelled checks.

Application

The application may be found at the ND DES website:

<http://www.nd.gov/des/homeland/grants/2009-grant-information/>

under the Hazardous Materials Emergency Preparedness Grant Program listing.

Training Grant Checklist for Application Preparation

The following must be submitted as part of the Application

- ☐ Applicant Information
- ☐ Contact Information (Person that will act as project manager/organizer who will be responsible for Coordinating the funding activities)
- ☐ Project Information
 - ☐ Dollars requested and Match provided
 - ☐ Goal and objectives
 - ☐ Indication of Jurisdictional Representation
 - ☐ Statement of Work
 - ☐ Date and Location of Trainings
 - ☐ Estimated # to be trained
- ☐ Budget
- ☐ Match Information
- ☐ Certification

(Submit this completed Checklist with the application)

The following table lists examples of Allowable Training Activities, Courses, and Expenses for the following categories: **Mission-Specific Competency, Core Competency, Additional Training Courses, and Unallowable Activities, Courses, and Expenses.** Each category is explained below:

- **Mission-Specific Competency Courses** meet the National Fire Protection Association (NFPA) 472 and Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 mission-specific competency requirement. These courses assist the emergency response community in addressing technical training requirements to meet mission-specific competencies based on the risks identified with hazmat transportation within a local jurisdiction.

- **Core Competency Training** that meets the requirements listed in National Fire Protection Association (NFPA) 472, June 2008 edition.

- **Additional Training Courses**

Some of the listed courses may only be appropriate for advanced local, State, or regional hazmat teams that require advanced specialized training.

Examples of Allowable Activities

Mission and Competency

Hazmat Incident Command System (ICS):

ICS-100: Introduction to the Incident Command System

ICS-200: Incident Command System for Single Resources and Initial Action Incidents

ICS-300: Intermediate Incident Command System

ICS-400: Advanced Incident Command System

Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)

Confined Space Rescue

Hazmat Basic Life Support/Advance Life Support – Medics respond to hazmat calls

Chemistry for Emergency Responders

Marine Operations - Ship-board rescue, fire fighting, and hazmat

Airport Rescue Fire Fighting (aircraft response and rescue)

Explosive Ordinance Disposal/Explosives in transportation

Radiological (sources in transportation, but not weapons of mass destruction.)

Tank Car Specialty

Cargo Tank Specialty

Intermodal Tank Specialty

Marine Tank Vessel Specialty

Flammable Liquid Bulk Storage

Flammable Gas Bulk Storage

Radioactive Material Specialty

Core Competency

Awareness

Operations

Technician

Hazmat Incident Commander

Hazmat Officer

Hazmat Safety Officer

Hazmat Refresher

Hazmat Technical Decon Refresher

Developing a Plan of Action

Chemistry of Hazmat-Part I
Chemistry of Hazmat-Part II
Surveying a Hazmat Incident
General Competencies
Level A Personal Protective
Level B Personal Protective
Hazmat Level B Dress-out and Decon
ID of Methods and Procedures
Hazardous Materials Monitoring Refresher

Additional Training Courses

CAMEO training
The Hazmat IQ Training
Hazmat for Emergency Management System (EMS)
Hazmat for Dispatcher
Hazmat Containers
Hazmat Decontamination Drug Lab Training
Containment and Control
HAZWOPER Training
Hazmat Air Monitoring Training
Ammonia Training
Tank truck rollover simulator
National Incident Management System Levels 300 & 400
Calibration Gas Kits for Hazmat Training (equipment)
Hazmat Training Tools Package (geared towards hazmat training and exercises)
Clandestine Lab Training
Chlorine training props (equipment)
The Paratech Light SU&R Rescue Strut System (equipment)
Ammonia Safety and Emergency Response Training (ASERT)
Hazardous Materials Outreach videos/Hazardous Material Team brochures
Ethanol Training for First Responders
Automobile Hazmat Fire Prop (equipment)

All trainings must meet the standards of competency within NFPA 472